

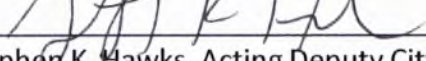


To the Honorable Council
City of Norfolk, Virginia

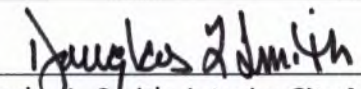
January 24, 2017

From: Sarah Paige Fuller, Director
Norfolk Community Services Board

Subject: Acceptance of a grant award from the Virginia Department of Behavioral Health and Developmental Services to provide permanent supportive housing - \$350,000

Reviewed: 
Stephen K. Hawks, Acting Deputy City Manager

Ward/Superward: City

Approved: 
Douglas L. Smith, Interim City Manager

Item Number: C-6

- I. **Recommendation:** Adopt Ordinance
- II. **Applicant:** City of Norfolk
- III. **Description:**
This agenda item is to accept a grant of \$350,000 from the Virginia Department of Behavioral Health and Developmental Services to provide permanent supportive housing through housing resources and rental assistance to clients of the Norfolk Community Services Board ("NCSB") experiencing homelessness, and to appropriate and authorize expenditure of the grant funds.
- IV. **Analysis**
This grant award will provide permanent supportive housing to clients of the NCSB who are experiencing homelessness. The funding for this grant is provided through the Performance Contract with the state and will be reauthorized annually based on state budget approval.
- V. **Financial Impact**
There are no matching funds required for this grant. The grant provides funding for permanent supportive housing through housing resources and rental assistance.
- VI. **Environmental**
Units will be inspected prior to leasing to ensure housing quality and safety.
- VII. **Community Outreach/Notification**
Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

The grant award was reviewed by the NCSB Board of Directors

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the Norfolk Community Services Board, Department of Finance, Office of Budget & Strategic Planning, and the City Attorney's Office.

Supporting Material from the Norfolk Community Services Board:

- Ordinance
- Award letter (Performance Contract Exhibit D)

Form and Correctness Approved:

By [Signature]
Office of the City Attorney

Contents Approved:

By [Signature]
DEPT. Norfolk Community Services Board

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 350,000 2275-31-9132-9132
[Signature] Account
 Director of Finance 12/27/16
 Date

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING A GRANT AWARD OF \$350,000.00 FROM THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES TO THE NORFOLK COMMUNITY SERVICES BOARD TO PROVIDE PERMANENT SUPPORTIVE HOUSING THROUGH HOUSING RESOURCES AND RENTAL ASSISTANCE TO CONSUMERS OF THE NORFOLK COMMUNITY SERVICES BOARD AND APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE FUNDS TO PROVIDE THE HOUSING AND RENTAL ASSISTANCE.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant of \$350,000.00 from the Virginia Department of Behavioral Health and Developmental Services to the Norfolk Community Services Board to provide supportive housing through housing resources and rental assistance to consumers of the Norfolk Community Services Board is hereby accepted.

Section 2:- That \$350,000.00 in grant funds are hereby appropriated and authorized for expenditure to provide supportive housing through housing resources and rental assistance to Norfolk Community Services Board consumers in FY2017, if and when the grant funds are received from the Department of Behavioral Health and Developmental Services.

Section 3:- That this ordinance shall be in effect from and after its adoption.

Exhibit D: Individual CSB Performance Measures for the Cooperative Agreement to Benefit Homeless Individuals (CABHI) Virginia Road2Home Project known as the Virginia Road2Home Project

This project is comprised of the Cooperative Agreement to Benefit Homeless Individuals (CABHI) Grant and the Permanent Supportive Housing (PSH) Program

A. Department Responsibilities: In order to implement the Virginia Road2Home Project, the Department agrees to comply with the following requirements.

1. The Department shall provide up to \$485,914 federal CMHS funds, up to \$466,859 federal CSAT funds for a total of up to \$952,773 federal funds, and up to \$350,000 mental health state funds for a total of up to \$1,302,773 in regular semi-monthly disbursements to the CSB for implementation of the Virginia Road2Home Project, as described in the CABHI Grant number 1H79T1026051 and the PSH Program that are incorporated into and made a part of this exhibit by reference. These allocations may be adjusted quarterly pursuant to Section A.2.
2. The Department may adjust the CSB's allocation of SAMHSA funds pursuant to 45 CFR Part § 75.305 of the award notice which requires the Department to monitor as closely as possible the timing for the actual spending of federal funds, as well as the final allocations of SAMHSA funds. Quarterly reports will be used to monitor the employment of staff, and based on actual hiring dates the Department will prorate federal funds accordingly. Non-personnel funds for components of the budget will not be adjusted as long as the reports document the CSB is expending funds in accordance with the SAMHSA-approved budget. The state mental health funds for PSH may be adjusted based on the CSB's compliance with its responsibilities, including the utilization requirements in B.2 and B.5 and requirements in B.4 for maximizing funds from other sources.

B. CSB Responsibilities: In order to implement the Virginia Road2Home Project, the CSB agrees to comply with the following requirements.

1. The CSB shall comply with the requirements in the CABHI Grant Number: 1H79T1026051 and the PSH Program that are incorporated into and made a part of this exhibit by reference, and any subsequent additions and revisions to the requirements agreed to by the participating parties. If the implementation of the program is not meeting its projected implementation schedule, the CSB shall provide a written explanation to and seek technical assistance from the Office of Adult Community Behavioral Health Services.
2. The CSB shall maximize billing and collection of funds from other sources including Medicaid and other fees in accordance with Section 5 Resources in the contract body to increase the funds available for individuals receiving services funded through the Virginia Road2Home Project.
3. The CSB shall assist Department staff as requested with any case-level utilization review activities, making records of individuals receiving Virginia Road2Home services available and providing access to individuals receiving Virginia Road2Home services for interviews.
4. The CSB shall track and account for federal SAMHSA CMHS and CSAT funds and PSH mental health state funds earmarked for the Virginia Road2Home Project, reporting expenditure of these funds separately in the implementation status reports required in B.6.

FY 2017 and FY 2018 Community Services Performance Contract

Based on these reports, the Department may adjust the amount of federal funds on a quarterly basis, according to Section A.2., up to the amount indicated in Section A.1. The CSB shall include applicable information about individuals receiving Virginia Road2Home Project services and the services they receive in the CSB's information system and its CCS 3 monthly extracts.

The funds are to be displayed in CARS performance contract and mid-year and end of the year reports as MII-CABHI discretionary grant funds SA-CABHI federal block grant funds, and PSII mental health state funds.

5. The CSB shall reserve any FY 2017 mental health state funds earmarked for the Virginia Road2Home Project that remain unspent at the end of the fiscal year to be used only for the Virginia Road2Home Project in subsequent fiscal years.
 6. The CSB shall submit implementation status reports for the Virginia Road2Home Project quarterly on or before the 1st business day following the end of the quarter (e.g. October 14th, 2016; January 13th, 2017; April 14th, 2017; July 14th, 2017), and as requested by the Office of Behavioral Health Services.
- C. Conflicts:** In the event of any conflict between provisions in this exhibit and in the contract body, the provisions in this exhibit shall control.